

Morrison, Kay

From: Morrison, Kay
Sent: Thursday, February 05, 2015 9:59 AM
To: Sheldrake, Beth; Jennings, Jannine; Williams, Jonathan
Subject: PLEASE REVIEW ASAP: Proposed Scope of Work - EMF/Simplot Open Houses

Dear colleagues, please take a look at the proposed scope of work that E & E sent to me. Today if at all possible, as time is so short.

We'll still need the materials you're on the hook for (diagrams / schematics / photos from PRPs, draft text for the fact sheet for FMC, and timely reviews of drafts the contractor delivers) but this will make it possible for us to have the materials we'll need for the information sessions.

Beth, do you know if the contractor can secure and pay for the meeting room(s) and we would reimburse them? The meeting room at the Chubbuck Town Hall may not cost, but if we can get a room at the Fort Hall conference center it will probably cost.

Thanks.

Kay Morrison
206-553-8321

From: Melde, Vivian [mailto:VMelde@ene.com]
Sent: Wednesday, February 04, 2015 6:22 PM
To: Morrison, Kay; Shivjiani, Dhroov
Cc: Fowlow, Jeffrey
Subject: RE: Proposed Scope of Work - EMF/Simplot Open Houses

Kay,

Based on our telephone conversation, I came up with a proposed scope of work tasks for E & E START to provide community relations technical support for two EPA Open Houses for the EMF Superfund Site FMC Operable Unit (OU) and the Simplot OU. Tasks/deliverables:

1. Review Background Information – E & E will review key project information from public website and additional information provided by EPA (style/formatting).
2. Coordinate project kick-off with EPA – CIC and project RPMs.
3. Meeting Logistics – E & E will make all meeting room reservations/arrangements for public open houses at the Fort Hall Reservation Conference Center and in Chubbuck, Idaho. Questions: 1) will E & E pay for meeting rooms and bill EPA? 2) will refreshments be provided at the opening houses? 3) need for private security service?
4. Fact Sheet – E & E will coordinate development of fact sheet and supporting graphics. Question: Will fact sheet go out before the open houses? Number of printed fact sheets and other methods of distribution (postal service, email, direct mail)?

5. Meeting Displays – E & E will develop up to four large meeting displays that can be used at both meetings including large laminated map of sites and information. These items include the Superfund 101, Proposed Work, Health Risks, Opportunities for additional information and comments.
6. Meeting Takeaway – E & E will develop a one-page (double sided or tri-fold) informational handout that attendees can take home from the opportunities.
7. Coordinate project status twice a week with the CIC.

I am happy to discuss this with you, in case you need more clarification or would like to add tasks. Can you send me your comments regarding the proposed SOW, then I can provide you with our assumptions and a cost estimate. I'm out of the office tomorrow morning, but I will be in the office after lunch and in the rest of the week. I'm looking forward to helping you on this project. Cheers,

Vivian Melde

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From: Morrison, Kay [<mailto:morrison.kay@epa.gov>]

Sent: Wednesday, February 04, 2015 1:25 PM

To: Shivjiani, Dhroov

Cc: Melde, Vivian; Fowlow, Jeffrey

Subject: RE: Conference Call

<http://yosemite.epa.gov/R10/cleanup.nsf/7d19cd587dff1eee8825685f007d56b7/3efd7034309c820988257a5b00746c79!OpenDocument>

Kay Morrison

206-553-8321

From: Shivjiani, Dhroov [<mailto:DShivjiani@ene.com>]

Sent: Wednesday, February 04, 2015 11:28 AM

To: Morrison, Kay
Cc: Melde, Vivian; Fowlow, Jeffrey
Subject: Conference Call

2 pm Pacific time on Wednesday Feb 4.

Use call in number below:

1-800-747-5150

code 7913989#

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